

## **THE ZONING BOARD OF APPEALS PROCESS**

1. Apply for a Building Permit.
  - Any proposal that does not meet the requirements of the Natick Zoning By-Laws, will require relief to be granted by the Zoning Board of Appeals, whether a variance or a special permit.
  - The Building Inspector will send you a denial letter indicating what relief is required.
2. Apply to the Zoning Board of Appeals for the relief required.
  - Seven copies of your application must be submitted to Community Development. The application packet must include:
    - ◆ Application
    - ◆ Checklist
    - ◆ Certified Plot Plan (for dimensional relief)
    - ◆ Building Plans/Elevations (for additions and/or new construction)
  - Legal notices are published in either the Natick Tab or the MetroWest Daily News.
  - Notification is sent by mail. You and your abutters will receive a post card with the meeting date and time.
  - At the public hearing, five members of the ZBA will hear your case. You will sit in front of the Board as they review your application. Board members will ask you questions regarding the proposal. Audience members will also be able to ask questions and/or give their opinion.
  - The Board may make a decision that night or, if they need more information, the hearing may be continued to the next meeting. Once a decision is made, it must be put in written form. This decision must be signed and filed with the Town Clerk before it is considered official.
  - Notification of the decision will be sent to you and your abutters once it is filed with the Town Clerk.
  - The ZBA Decision must be recorded at the Southern Middlesex Registry of Deeds. After the twenty day appeal period has passed, you must get a Certified copy from the Town Clerk's office and either bring or mail it to the Registry (see attached sheet).
3. Apply for a Building Permit.
  - The Building Inspector will not issue a Building Permit until he receives proof that the ZBA Decision has been recorded at the Southern Middlesex Registry of Deeds. If you choose to waive this appeal period, you may do so in writing, realizing that if any appeals are made, all construction must stop and the property may have to be restored to its original condition.
  - Unless stated otherwise in the decision, variances must be acted upon within one year of the date of filing and special permits must be acted upon within two years of the date of filing. The Board may grant time extensions only by written request.

### **Additional Information:**

- ❖ The ZBA meets once a month, setting the date at the previous meeting. Meetings are usually on Monday evenings and generally towards the beginning of the month. Therefore, the time frame between the day Community Development receives your completed Application to the day you can apply for a Building Permit will be a minimum of three (3) months.
- ❖ The meetings are held in Town Hall, on the third floor at the rear of the building.
- ❖ Filing fees cover publishing (legal ads) and postage (abutter notification) costs. You are not entitled to a full refund of the filing fee if an application is withdrawn. Any withdrawal requests must be received in writing.
- ❖ If you are planning on tearing down a structure on a pre-existing non-conforming lot and building a new dwelling in its place, you must go to the Zoning Board of Appeals to receive a finding that the proposal is not more detrimental to the neighborhood than the existing structure.